

COTTONWOOD HEIGHTS

1265 East Ft. Union Blvd.
Cottonwood Heights, UT 84047

Request for Proposals

2006 Business License Fee Study

1. **Introduction.** The city of Cottonwood Heights, Utah (the “City”) is requesting proposals from qualified proposers to (a) study the City’s business license ordinances codified as Title 5 of the COTTONWOOD HEIGHTS CODE OF ORDINANCES (the “Code”); (b) assess the propriety of the City’s business license fee schedule under UTAH CODE ANN. §10-1-203 and any other applicable statutory requirements; (c) perform a survey of business license fees charged by the other municipalities in Salt Lake County, Utah, tabulate such results, and provide such information to the City for comparison purposes; (d) develop a revised business license fee schedule, if needed, to assure compliance with all applicable legal requirements while assuring recovery of the City’s costs in administering business licenses generally; and (e) suggest any other modifications to Title 5 dictated by such study of the City’s business license ordinances. The foregoing work, together with all ancillary and additional services as may be reasonably required to accomplish the desired project in a competent, comprehensive and finished manner, is referred to herein as the “Project.”

The City desires to enter into a contract with a qualified and acceptable consultant (the “Consultant”) for provision of all labor, supplies and materials necessary to successfully accomplish the Project. As more fully explained below, the selection of a Consultant will be based on the bid received as well as on the City’s determination of the bidders’ respective expertise, experience, and resources that can compliment the limited resources of the City in successfully accomplishing the Project.

2. **Intent.** Although it is the intent of this Request for Proposals (this “Request”) to set forth the minimum acceptable requirements for responsive proposals, the scope of work in this Request is not comprehensive and all-inclusive, but rather is an attempt to generally describe the necessary characteristics. A mutually acceptable agreement prepared by the City Attorney will be signed by the City and the selected Consultant detailing the final scope and parameters of the Project, completion timetable, interim reports, deliverables, etc.

3. **Detailed Description of Project.** The Project consists of reviewing and revising (if needed) the City’s business license fee structure and underlying ordinances. The Project will include, without limitation, the following:

(a) **General Businesses.** Analyze and assess the City’s cost of regulating general businesses.

(b) Regulatory Efforts. Analyze and assess the City's cost of any special regulatory efforts.

(c) Disproportionate Fees. Analyze and assess the excess rates of usage of City services by selected classes of businesses (disproportionate fees).

(d) Enhanced Services. Analyze and assess the cost of City services provided to specific geographic areas and the benefitted businesses in those areas (enhanced services).

(e) Current Fee Structure. Analyze, against applicable legal requirements, all aspects of the City's current business license fee structure.

(f) Survey. Perform a survey of the business license fees charged by the other municipalities in Salt Lake County, Utah, tabulate such results, and provide such information to the City for comparison purposes.

(g) Revised Fee Schedule. Propose a revised business license fee schedule, if needed, in the same or similar format as the current fee schedule, bearing in mind the City's intent to comply with all statutory requirements; its desire to recover its administrative costs (including appropriate enhanced fees for enhanced services, disproportionate service costs, and the cost of special regulatory efforts); and the City's desire for its business license fees to be substantially equivalent (to the extent possible in view of the foregoing considerations) with the business license fees of surrounding and comparable cities in Salt Lake County, Utah.

(h) Ordinances. Review all City business license ordinances and make recommendations (including draft language for amendments) for improvements.

(i) Administration. Review City business license administration and make recommendations for improvements.

4. **Schedule**. The City anticipates the following schedule for the Project:

<u>Event</u>	<u>Date</u>
Request for Proposals Issued	30 January 2006
Proposal Deadline	17 February 2006, 5:00 p.m.
Signed Consulting Agreement	24 February 2006
Deadline for Completed Study	5 May 2006

Present Findings to City Council

9 May 2006

Council Considers Modifications to
Title 5 Text and/or Fee Schedule

23 May 2006

5. **Proposal Requirements.** Responses to this Request are required to be submitted in triplicate to Kevin Smith, the City's Community Development Director, at the City's address specified above no later than 5:00 p.m. (MST) on 17 February 2006. No late responses will be accepted. Printed materials shall be 8 ½" x 11", portrait format. Charts may be in 8 ½" x 14" landscape style format. Each responsive proposal must include the following:

(a) **Price.** The proposed all-inclusive fee for the services contemplated herein, including all costs and expenses. The price must constitute the maximum dollar amount that will be charged to the City for the completed Project, as described herein.

(b) **Firm Qualification and Relevant Experience.** Describe, in sufficient detail, the proposer's qualifications and experience with similar projects. Provide references and contact information concerning such similar projects.

(c) **Project Team.** Identify, in an organizational chart format, the personnel to be assigned to the Project. Submit resumes for key personnel. Include a statement of commitment for non-substitution of key personnel without the City's prior written consent. Describe, in sufficient detail, local and home office support facilities and resources the proposer will provide to complete the Project. Response to this paragraph should emphasize personnel resources, in-house expertise, facilities and services.

(d) **Proposed Approach.** Describe, in sufficient detail, how the proposer plans to satisfy the requirements of the Project.

(e) **Project Schedule.** Outline the proposer's schedule to complete the Project.

(f) **Actions.** Summarize any disciplinary actions, suits by or against the proposer or related entities during the past three years.

(g) **Clearly Marked.** Proposal must be clearly marked as: "Proposal for Business License Fee Study for Cottonwood Heights."

(h) **Length.** The proposal shall not exceed 15 pages.

All proposals shall become the property of the City. Any proprietary information contained in the proposal must be clearly marked and delineated. The City may release any information contained in the proposal that is not marked and delineated as proprietary following execution of a contract for services.

6. **Identification of Anticipated Potential Problems.** The proposal also should identify and describe any potential problems or recommendations with respect to the Project.

7. **Evaluation Criteria and Selection Process.** Proposals submitted in response to this Request will be reviewed and ranked by a selection committee (consisting of the City's Community Development Director and its Manager) on the basis of several factors, including, but not limited to, bid amount, qualifications and relevant experience, project team, proposed approach, project schedule, ability to perform, and references. One or more firms may be invited to interview. The selection committee's recommendations will be forwarded to the city council, who will make the final selection.

8. **Terms of Contract.** The successful applicant will be required to enter into a written agreement with the City to provide the services contemplated herein. The City Attorney's office, working with the selected proposer, will negotiate the agreement. All provisions of the agreement will be in compliance with applicable laws, rules and regulations.

9. **Suspension of Process, Etc.** The City reserves the right to reject any and all responses to this Request, to waive any requirement set forth in this Request, and to accept any proposal deemed to be in the best interest of the City, subject to legal requirements. Response to this Request is at the proposer's sole risk and expense, and the City shall not be liable for any cost associated with preparation by any party of any proposal submitted in response to this Request. Although the City anticipates selecting one of the responding proposers, there is no guaranty that any responding proposer will be selected or that the Project will be commenced or completed. The City also reserves the right to cancel award of this contract at any time before execution of the contract by both parties if cancellation is deemed to be in the City's best interest. In no event shall the City have any liability for the cancellation of the award.

10. **Special Important Information.** The following information is provided:

(a) **Business License Ordinances.** An electronic copy of the City's current business licence ordinance (i.e.–Title 5 of the Code) is available on the City's website (www.cottonwoodheights.utah.gov). A printed copy is available at the City's offices upon request.

(b) **Insurance Coverage.** Insurance coverage will be required in accordance with the City's standard requirements (attached). Each bidder should thoroughly examine such insurance requirements and shall include appropriate proof of insurance certificates with its proposal. Failure to meet the insurance requirements may result in cancellation of the bid acceptance.

(c) Contact Person. For further information, contact Kevin Smith, Community Development Director, at (801) 545-4154.

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